

Pennsbury School District Demographic Data Update Form

You must complete this section

Parent(s)/Guardian(s) Full Name: _____ Relationship to Student: _____

Do the changes indicated below affect all students in your household? Yes ___ No ___ *If no, you may be directed to Pupil Services

Student Name: _____ Building Name: _____ Grade: _____

Student Name: _____ Building Name: _____ Grade: _____

Student Name: _____ Building Name: _____ Grade: _____

Student(s) Reside(s) with: Both parents ___ One parent (Name): _____ Step Parent ___ Guardian ___

ADDRESS

Complete only the section(s) below where you need to make a change with that information

I would like to change my home address: All address changes are made at the school of attendance unless living with another homeowner (multiple occupancy). That change must be made in Pupil Services.

PREVIOUS HOUSEHOLD INFORMATION

Parent/Guardian Name: _____

Street Address: _____

Main Number: _____ Mobile Number: _____

NEW HOUSEHOLD INFORMATION

Do you own this home? ___ Do you rent this home? ___ Do you live with another homeowner? ___

Parent(s) Name: _____

Street Address: _____

Apt #: _____ Apt Complex (if applicable): _____

City: _____ State: _____ Zip Code: _____

Home Development Name (if applicable): _____

OFFICE USE ONLY

Documents provided for proof of residency: _____

Office Signature: _____ Date: _____

Current School: ___ Receiving School: ___ Exception Requested: Yes ___ No ___ School Requested: ___

PHONE

Please indicate which number should be your primary contact number.

I would like to change my phone number:

Phone Type	Phone Number	Listed/Unlisted	Primary (choose one)
Home:	_____	_____	<input type="checkbox"/>
Mobile:	_____	_____	<input type="checkbox"/>
Work:	_____	_____	<input type="checkbox"/>

E-MAIL

I would like to change my e-mail address:

	<u>Name</u>	<u>E-Mail Address</u>
Parent/Guardian:	_____	_____

Date: _____

Parent/Guardian Signature: _____

**PENNSBURY SCHOOL DISTRICT'S ACCEPTABLE PROOF OF RESIDENCY
PUPIL SERVICES**

134 YARDLEY AVENUE FALLSINGTON PA 19054
PHONE: 215-428-4100 • FAX: 215-428-5212

Registration Hours
Monday through Friday
9:00 AM-11:00 AM – 1:00 PM- 3:00 PM

If you live with another homeowner, please call Pupil Services at 215-428-4100 for further direction.

HOME OWNERS OR HOME RENTERS MUST PROVIDE:

1. **Current utility bill** dated within 30 days of registration and must include your name and address.

NOTE: Any one of the following: Energy, water, sewer, gas, oil, cable

2. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

- DRIVER'S LICENSE
- CAR REGISTRATION
- CAR INSURANCE- (Homeowners/renters insurance is not acceptable)
- CURRENT BANK STATEMENT OR LETTER FROM BANK DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT LETTER FROM YOUR EMPLOYER, DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

IF YOU ARE IN THE PROCESS OF PURCHASING A HOME YOU MUST PROVIDE:

1. **A signed sales agreement** with the settlement date that is within 60 days of registration.

NOTE: 10 days after settlement date you will be required to provide a current utility bill and 2 personal ID's with new address.

APARTMENT DWELLERS MUST PROVIDE:

1. **Current lease** with all occupants in the apartment listed. The lease must be dated within 30 days of registration and signed by the management, or a letter from the apartment management on their letterhead stating **THE LEASE HOLDER AND ALL OCCUPANTS OF THE APARTMENT**. This letter must be signed & dated within 30 days of registration.

2. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

- DRIVER'S LICENSE
- CAR REGISTRATION
- CAR INSURANCE- (Renters insurance is not acceptable)
- CURRENT BANK STATEMENT OR LETTER FROM BANK DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT LETTER FROM YOUR EMPLOYER, DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

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MOBILE HOME OWNERS MUST PROVIDE:

1. **Current utility bill** dated within 30 days of registration and must include your name, address and date.

NOTE: Any one of the following: Energy, water, sewer, gas, oil, cable

2. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

- DRIVER'S LICENSE
- CAR REGISTRATION
- CAR INSURANCE- (Homeowners/renters insurance is not acceptable)
- CURRENT BANK STATEMENT OR LETTER FROM BANK DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT LETTER FROM YOUR EMPLOYER, DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

MOBILE HOME RENTERS MUST PROVIDE:

1. **A letter from the mobile home park management on their letterhead stating all occupants of the home. This letter must be signed & dated within 30 days of registration.**

2. **Current utility bill** dated within 30 days of registration and must include your name, address and date.

NOTE: One of the following: Energy, water, sewer, gas, oil, cable

3. **Plus TWO** OF THE FOLLOWING ITEMS AS PERSONAL IDENTIFICATION WITH YOUR NAME AND ADDRESS LISTED

- DRIVER'S LICENSE
- CAR REGISTRATION
- CAR INSURANCE- (Renters insurance is not acceptable)
- CURRENT BANK STATEMENT OR LETTER FROM BANK DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT LETTER FROM YOUR EMPLOYER, DATED WITHIN 30 DAYS OF REGISTRATION
- A CURRENT HEALTH INSURANCE STATEMENT, DATED WITHIN 30 DAYS OF REGISTRATION

MULTIPLE OCCUPANT FAMILIES (FAMILIES RESIDING WITH ANOTHER FAMILY), MUST PROVIDE:

Students entering Pennsbury School District under multiple occupant status must have the multiple occupant application completed and notarized at time of registration. If homeowner is present at time of registration, the form does not need to be notarized. Multiple occupant applications are available on line at www.pennsburyisd.org under new student registration or in the Pupil Services office.

- When registering as a multiple occupant family, the property owner/renter and multiple occupants must each provide proof of residency in Pennsbury.
- The property owner/renter is required to provide the information from above - **Current utility and TWO forms of personal ID.**
- New resident is required to provide **TWO forms of personal identification** from list above.
- If the family you are moving in with rents the house or apartment, you must also provide a letter from the landlord stating **THE LEASE HOLDER AND ALL OCCUPANTS OF THE DWELLING.** This letter must be signed and dated within 30 days of registration.
- Mobile home occupants will need to provide a letter from the office manager on their letterhead listing all residents of the home. This letter must be signed and dated within 30 days of registration.